



To: Akron and Dallas Support Center Team Members
From: Mary Liz Finn, Chief People Officer
Date: August 20, 2020
RE: Support Center Return to Work Update

Hi, Signet team,

I'm writing to update you on a few safety measures. As we have done from the beginning of this pandemic, we are guided by our Core Values, and continue to take a thoughtful and measured approach ensuring your safety and the sustainability of our company. As always, we are staying close to the CDC, and local government and health officials to do what's right for our team members and our customers.

We've learned that those states and companies that have followed disciplined protocols have had the most effective process for safely reopening. Please click [here](#) to learn about our **Love Takes Care™** initiative and how we are keeping our team members and customers safe while in our stores.

We have some team members whose work must be done in the office such as the Distribution Center (DC), Diamond Room, Photo Studio, and Merchandising Teams. To keep these team members safe and prevent unnecessary crowding and the potential of spreading COVID-19, ***we are asking that those who can work from home continue to do so through the holidays.***

Out of the utmost respect and care for those that have returned to either our stores or our offices, we are actively limiting the number of people we want returning -- as it's for our team members' own safety to continue to be prudent, careful, and disciplined. If there are times that other team members need to come into the Support Centers, please use the current process for approval and follow all protocols.

By taking this approach, we are ensuring the safety and protection of those who need to be in our stores and offices and we know that this allows us to do our part to contain the spread of the virus in our communities.

As a purpose-oriented and values-based company, our decisions are guided by this foundation. We will be staying close to the CDC, local governments and health officials to make real-time decisions, in a hyper-local manner, with your safety at the center. We plan on providing more updates and details regarding returning to the Support Centers later this year and into early January. We are hoping to bring team members back in phases ***beginning January 11, 2021.***

For your own planning purposes, continue to stay in close touch with your manager, and make plans accordingly. Every SLT member will be following up this communication with further instructions and clarity. As always, please continue to practice safety protocols such as staying home if you feel ill, always wear a mask, wash your hands frequently, socially distance, and clean all surfaces frequently.

For a reminder of all of our **Love Takes Care** safety procedures, please visit the [Signet Team Member Resources Page](#). Additionally, all team members who returned from furlough **after July 1, 2020**, are required to participate in a welcome back session, which includes information on Signet's new safety protocols and work from home guidelines. [Please click here to view the schedule and register!](#) For questions related to the Signet Learning Portal, contact Learning_Development@SignetJewelers.com.

Thank you in advance for your team work and agility during this time, and your patience and dedication as we pivot and adapt to our new ways of working. **#PeopleFirst #SignetStrong**